

Superior Court of California
County of San Bernardino
Employment Opportunity



Court Investigator

\$4,459 - \$5,694 approximate monthly

Application deadline: 4:30 p.m., Monday, November 09, 2009

*****Supplemental Application Required*****

Announcement # 09-021

The list resulting from this recruitment will be used to fill vacancies as they occur in the Districts. Incumbents may be assigned to any Court District within the County.

The Court Investigator conducts civil investigations of conservatorships and guardianships; writes reports for the Probate Court based on findings; and provides recommendations to Judicial Officers.

Typical duties of Court Investigator include, but are not limited to:

- Reviews case information regarding guardianship and conservatorship including petitions, questionnaires, minute orders and other supporting documents.
- Conducts field visits to interview often confused/distraught individuals and assesses living conditions, financial and health status; reviews financial and medical records; investigates complaints regarding physical and/or financial abuse; arranges for interviews of parties outside the Southern California area.
- Gathers information from various agencies during investigations; collects information from employers, schools, Family Court Mediators, Child Protective Services and other professionals; obtains criminal records from the Sheriff's Department.
- Recommends judicial action on suitability of existing or potential conservators, guardians and placement; prepares recommendations and presents them in written and verbal form; prepares memos and special reports to Court on non-contested cases.
- Informs concerned parties of laws, regulations, and procedures of the Court; explains scope of services and legal rights to clients; assists in the completion and submission of legal forms.
- Provides information on the nature of conservatorship and guardianship proceedings to families, members of the general public and attorneys.

Travel: Travel throughout the County is required. Employees will be required to make provision for transportation. At the time of hire, a valid California driver license and proof of automobile liability insurance must be produced.

Requirements: Graduation from an accredited college or university with a Bachelor's degree in psychology, social work, or other behavioral science and two years of investigations/field interviewing experience that included responsibility for fact-finding or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience working with elderly and developmentally disabled individuals is highly desirable.

How to Apply: Applicants must complete and submit a Superior Court application and supplemental application. Application materials can be obtained on the internet at www.sb-court.org, via e-mail at personnel@courts.sbcounty.gov or in person at the Court Human Resources Office.

Faxed applications will not be accepted.

Examination: The examination will consist of a competitive evaluation of qualifications based on the application and supplemental application.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

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